



## Abstract (Case) Submission Schedule

### Responsibilities of Michigan Hospitals and Laboratories

- Abstracts (case reports) of all reportable conditions (cancer diagnoses, diagnosis of benign brain-related tumors, and required precancerous diseases, which includes pre-invasive cervical lesions) based upon Michigan Compiled Laws and Administrative Rules on Cancer Reporting, **shall be submitted within 180 days of initial diagnosis.**
- Monthly submission of data is required regardless of case reporting method by the 15<sup>th</sup> of each month.
- All electronic file submissions submitted via the MI Web Plus Application as a NAACCR formatted file must be in version as specified by MCSP and be free of edit errors. Submit email requests for assistance if needed on how to resolve edit errors based upon the MI state-specific metafile to [MDHHS-MCSP-WebPlus@michigan.gov](mailto:MDHHS-MCSP-WebPlus@michigan.gov)
- The following stand-alone documents are available on the [MCSP web](#):
  - MI Administrative Rules on Cancer Reporting
  - MCSP Reporting Requirements by Data Item and Facility Type v23
  - MCSP Data Items Table\_Full Version v23
  - Abbreviations for Abstractors
  - Case Definitions for Pre-Invasive Cervical Lesions (C53)
  - Reporting Facility Contact Form
  - MCSP Local Administrator Web Plus User Account Request Form
  - MCSP Web Plus Login and File Upload Instructions
- Refer to the table below to determine when abstracts (case reports) are to be submitted based upon the date of diagnosis.
  - Example: Patient diagnosed in November of 2022  
**Abstract is due before June of 2023**

**Abstract Submission Schedule for Diagnosed Cases**

Month of Diagnosis...	Submit Abstract No Later Than...
January	July
February	August
March	September
April	October
May	November
June	December
July	January
August	February
September	March
October	April
November	May
December	June